

**Jeff Schmidt 3003 Van Ness Street NW #W406 Washington, DC 20008  
202-537-3645 jeff-schmidt@juno.com**

9 January 2001

Tom McCarthy  
National Labor Relations Board  
1099 14th Street NW, Suite 5530  
Washington, DC 20570

Dear Tom:

Thank you again for your conscientiousness.

You asked for more detail on the proof of delivery of the original charge. Enclosed is the United States Postal Service delivery report, which I downloaded from the Web ([www.usps.com](http://www.usps.com)). If you wish to download this document yourself, you should probably do so soon, as I do not know how much longer it will be available.

You also asked for the American Institute of Physics employee handbook. Enclosed is a copy of the latest edition (June 1999). As you will see, the company does not say much about its disciplinary procedures; there is a little bit on page 30. I am also enclosing a copy of the company's salary-increase guideline sheet, because it contains information on what the company might do to employees whose performance it deems unsatisfactory.

The latest edition of the employee handbook mentions work breaks (page 34), but, unlike all previous editions, does not say how long they are. It appears that with the latest edition, the company quietly modified its official policy to match its actual practice, in which it does not limit breaks to 15 minutes. For comparison, I have enclosed excerpts from previous editions of the handbook.

All the best,

*Jeff Schmidt*

Enc.: -USPS printout

-AIP Handbook June 1999

→ - " " excerpts January 1982, pp. 4,5,14,15.  
September 1988, p. 8.  
March 1990, p. 8.  
October 1993, p. 8.  
May 1996, p. 8.  
June 1997, p. 8.

[ - Salary Increase Guideline Matrix - Year 2000 (2 Dec. 99),

[Home](#)

# TRACK/CONFIRM

**delivery status****You entered** EF352569555US

Your item was delivered at 9:12 am on November 28 in COLLEGE PARK MD 20740.

**Here is what happened earlier:**

- November 28 8:17 am ARRIVAL AT UNIT COLLEGE PARK MD 20740
- November 28 1:17 am ENROUTE CAPITOL HEIGHTS MD 20790
- November 27 10:54 pm ENROUTE MERRIFIELD VA 22081
- November 27 4:58 pm ACCEPT OR PICKUP WASHINGTON DC 20043

Enter the number from your shipping receipt into the field below.

Item Number: You can track delivery of **Express Mail** and **Global Express Guaranteed** and confirm delivery for domestic **Priority Mail** and **Parcel Post**.*Fly Like an Eagle.™*

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June 1999

TO : All Employees of AIP  
FROM : T. C. Braun *TCB*  
SUBJECT: REVISED EMPLOYEE HANDBOOK

Attached is the revised *Employee Handbook*. Please insert into your *Employee Handbook* looseleaf and discard the old. When you have familiarized yourself with AIP's overall policies and practices, please sign and date the receipt of Employee Handbook on page 39 and return to Human Resources.

Please feel free to call Human Resources if you have any questions.

# Employee Handbook



Revised June 1999

## AMERICAN INSTITUTE OF PHYSICS LOCATIONS

One Physics Ellipse  
College Park, Maryland 20740-3843  
Tel: 301-209-3100 • Fax: 301-209-0843  
Executive Director/CEO  
Facility Services  
Human Resources  
Physics History  
Public Information  
Secretary  
The Industrial Physicist  
Society of Physics Students/2102  
Treasurer/Chief Financial  
& Administrative Officer

Suite 1101  
2 Huntington Quadrangle  
Melville, New York 11747-4502  
Tel: 516-576-2200 • Fax: 516-348-7669

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530 14th St., NW Suite 1500  
Washington, DC 20045-2300  
Tel: 202-662-3710 • Fax: 202-362-8711  
Physics Today

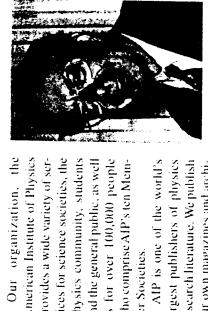
## MEMBER SOCIETIES

The American Physical Society  
Optical Society of America  
Acoustical Society of America  
The Society of Rheology  
American Association of Physics Teachers  
American Crystallographic Association  
American Astronomical Society  
American Association of Physicians in Medicine  
American Vacuum Society  
American Geophysical Union

## OTHER MEMBER ORGANIZATIONS

Sigma Pi Sigma Physics Honor Society  
Society of Physics Students  
Corporate Associates

## TO AIP STAFF MEMBERS



One of my pleasures as AIP's Executive Director is working with fellow employees and exchanging ideas on how the organization can function better. Communication is the key to improved performance and greater job satisfaction, so please feel free to contact me with your suggestions.

Marc H. Brodsky  
Executive Director  
June 1999



Our organization, the American Institute of Physics provides a wide variety of services for science societies, the physics community, students and the general public, as well as for over 100,000 people who comprise AIP's ten Member Societies.

AIP is one of the world's largest publishers of physics research literature. We publish our own magazines and archival journals. We also assist Member Societies and other organizations in the production and distribution of their journals. We also publish Conference Proceedings.

All our journals are available online, as well as in print. 40 journals from about 10 publishers on our On-line Journal Publication System.

Through its physics programs, AIP contributes to public awareness and education. Among AIP's contributions are education programs including the Society of Physics Students, the Center for History of Physics including the Niels Bohr Library, a Corporate Associates Program, and divisions for Public Information, Statistics (on physics education and employment), and Career Services. In these and many other ways, AIP reaches out to serve the community of physicists and the public, at large.

As an AIP staff member you are advancing, directly or indirectly, the important goals of the Institute; your chosen career is one of service to science and society.

This booklet provides you with an introduction to AIP and its personnel policies and benefits. Keep it handy for future reference. Whenever you need more information or an answer to a question that does not appear in this handbook, please consult your supervisor or a member of Human Resources.

*continued on next page*

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## VICE PRESIDENT, PUBLISHING

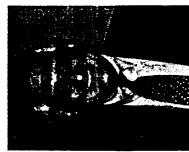
DARLENE A. WALTERS



Business Systems  
& Operations  
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Publications  
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## TREASURER/CHIEF FINANCIAL & ADMINISTRATIVE OFFICER

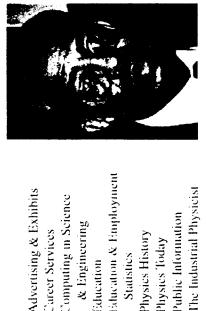
RICHARD BACCANTE



Accounting  
Facility Services  
Treasury

## DIRECTOR, PHYSICS PROGRAMS

JAMES H. STITH



Advertising & Exhibits  
Career Services  
Computing in Science  
R. Engineering  
Education  
Statistics  
Physics History  
Public Information  
The Industrial Physicist

## SECRETARY

BENJAMIN B. SNAVELY



## DIRECTOR, HUMAN RESOURCES

THERESA C. BRAUN



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## About This Handbook

We want your job experience to be rewarding and enjoyable and we believe the more you know about the institute, the more satisfaction you can derive from your job. With this in mind, we have prepared this *Employee Handbook* to help you become acquainted with the institute, its personnel policies, and the benefits offered to you as an employee. Please review the *Handbook* carefully and keep it for future use.

Due to government regulations and the changing demands of our operations, we may modify these policies and benefit from time to time. This *Handbook* contains guidelines for the Institute's use. Its terms should not be regarded as contractual in nature. We will attempt to keep you up to date regarding changes that affect you.

## AIP History and Organization

The American Institute of Physics (AIP) is a non-profit membership corporation chartered in New York State in 1931 for the purpose of promoting the advancement and diffusion of the knowledge of physics and its application to human welfare. Its governance is provided by Member Societies. Currently there are ten Member Societies.

It is the mission of the Institute to serve the sciences of physics and astronomy by serving the Societies, by serving individual scientists, and by serving students and the general public.

Today the Institute has a staff of nearly 560 people handling its various services for more than 120,000 members of ten Member Societies. In addition, 5,700 students in approximately 700 colleges and universities are members of the Institute's Society of Physics Students. The physics honor society, Sigma Pi Sigma, has 34,000 active members. The Institute is represented by 55 Corporate Associate members. At the end of 1993, the Publishing Center was consolidated on Long Island, NY, while Physics Programs and Finance and Administration moved to the American Center for Physics (ACP) in College Park, MD.

The American Center for Physics opened in October 1993 in a new 120,000 square foot building on 24 acres of land in College Park, MD. ACP provides headquarters for the American Institute of Physics, The American Physical Society (APS), the American Association of Physics Teachers (AAFT), and the American Association of Physics in Medicine (AAPM).

The major ongoing goals of the AIP staff are described under the following headings:

- Umbrella
- Pricing
- Image
- Timeliness

## AP Activities and Programs

The Institute provides publishing and other services for ten Member Societies; collects dues, provides financial services, handles subscription fulfillment for 80 publications, mails ballots and announcements, and prepares membership directories. It also publishes its own journals, conference proceedings, special reports, as well as translates and publishes Russian journals.

The Institute is best known for its extensive publishing operation. A large fraction of the world's physics research literature is published by AIP and its Member Societies. By adopting appropriate up-to-date publishing techniques, the Institute ensures that current physics and astronomy research papers are widely distributed promptly and economically. In addition to publishing original papers, AIP prepares and distributes various current physics information products to assist scientists in finding and retrieving the research contributions relevant to their work.

AIP's flagship monthly magazine, *Physics Today*, goes to 125,000 subscribers, including many overseas. A bi-monthly magazine, *Computing in Science and Engineering*, jointly published by AIP and the IEEE Computer Society, reports on significant developments in computer software, hardware, and methodology for physics research and education. *The Industrial Physicist* is a bi-monthly magazine with a circulation of 60,000 that helps physicists in industry and their managers to make more effective use of physics in furthering corporate goals.

The Public Information Division is in charge of news media relations and government relations. It provides the media with information concerning developments in physics and astronomy. It operates press rooms at society meetings, provides science news reports for TV and radio programs, and prepares special news releases. It tracks development in science policy debates and works with Member Societies in coordinating efforts and distributing this information.

The Institute assists those interested in a physics education and related career options through a range of programs and services run by its Education Division. The Society of Physics Students and Sigma Pi Sigma, the physics honor society, are part of this division. The Career Services Division offers a variety of employment and career resources, while the Education and Employment Statistics Division carries out statistical studies. The Center for History of Physics includes the Niels Bohr Library. It promotes the preservation of historical source materials for physics and allied fields, and offers aids to scholars, educators, and the media, including its own World Wide Web exhibits.

The Institute maintains a liaison with industry, through the AIP Corporate Associates activities and with other outside scientific and publishing organizations.

## Equal Opportunity in Employment

The Institute is an equal opportunity employer. We believe that every employee has the right to be treated with dignity and respect. Consequently, we will not discriminate on the basis of age, race, creed, color, sex, national origin, citizenship, disability, marital status, or any other protected characteristic. Our management team is dedicated to ensuring full compliance of this policy with respect to recruitment, advertising, hiring, placement, promotion, rates of pay or other forms of compensation, selection for training, layoffs, termination, and general treatment during employment.

All individuals have unique abilities. We are committed to employing applicants and employees on the basis of ability, rather than disability. This commitment includes making reasonable accommodations for known physical or mental limitations of otherwise qualified individuals with disabilities. A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things normally are done that does not pose an undue hardship to the Institute.

## Immigration Reform and Control Act

In accordance with the Immigration Reform and Control Act of 1986, it is the Institute's policy to hire only those individuals who are authorized to work in the United States.

Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment eligibility. Employees will also be required to complete and sign Form I-9, the work Immigrant and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work and the documents submitted are genuine.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of your employment authorization and sign another Form I-9 before the expiration of that period in order to remain employed by the Institute.

## Questions, Suggestions, and Complaints

The best way to develop a rewarding and enjoyable work environment is through open, honest, and direct communication about all aspects of our jobs. There are times when each of us has a question, comment, or problem that needs to be addressed. The AIP policy is simple: ask it, suggest it, or let us know about it.

The Institute encourages you to bring your questions, suggestions, and complaints to management's attention. Every one of us has the right to receive careful consideration and a timely response. When many people work together, situations may be viewed differently. While no one can guarantee that you will always receive the answer you want, we will attempt to provide fair consideration to any question, suggestion, or complaint that may arise.

The Institute encourages you to speak openly and honestly with your supervisor. If you still feel that your problem has not been dealt with fully, or if for some reason you feel uncomfortable discussing the matter with your supervisor, discuss your concern with your Director or Division Manager, then, if necessary, the Director, Human Resources or her designee. The officers of the Institute, including the Executive Director, maintain an open-door policy. They are glad to hear from employees with special suggestions or concerns.

As you can see, we are anxious to hear from you on any subject and look forward to working with you to address your concerns. We want you to have every opportunity to discuss your problems freely.

## You and Your Supervisor

Your supervisor is a vital part of our management team and will have more to do with your welfare and development than any other person in our organization. Your supervisor is directly involved in planning work schedules, ensuring the quality of your work, and providing you with whatever assistance you may need. Furthermore, your supervisor will explain your new job responsibilities, introduce you to your fellow employees, show you where things are, and periodically evaluate and advise you concerning your work performance.

An important aspect of a supervisor's duties is to listen to questions, suggestions, and problems and to provide an appropriate, effective response. He/she is there not only to supervise, but to make your thoughts and concerns known to upper management. We all benefit when you fully cooperate with your supervisor and discuss issues openly with him or her.

### Your Introductory Period of Employment

It usually takes a period of time for new employees to get to know a new work environment and the people with whom they will be working. Similarly, an employer needs time to get acquainted with new employees and to find out how well they fit into the job for which they were hired. At AIP, this time is called an "introductory period."

The first six consecutive months of employment are considered to be an introductory period. Employee performance will be evaluated during this period to determine if employment should be continued.

At all time during your employment at AIP, including during the Introductory Period, your employment is at-will. This means that the employee relationship may be terminated by either the employee or the institute for any reason and without prior notice.

Business conditions and other factors may require that adjustments be made to those schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. The Institute reserves the right to change the normal business hours and length of the work week. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.

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## Full-time and Part-time Employees

Currently regular full-time employees work 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits. These hours are subject to change according to business needs.

Regular part-time employees work at least 25 hours per week and receive full benefits.

Hourly employees will usually work less than 25 hours per week at an AIP location.

Temporary employees are hired as needed on an irregular basis.

Cottage employees work at home and must fulfill, at a minimum, the hourly obligations agreed to upon employment. Throughout the *Employee Handbook* the term "regular employee" will be used to denote only regular full-time and part-time employees.

### Your Introductory Period of Employment

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## Your Normal Work Week

The normal work week for (full-time) employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday.

### New York:

There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with one-half hour for lunch and an evening shift from 5:00 to 1:00 p.m.

### Maryland:

The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch.

Maryland employees may work flexible hours, within the following guidelines. All regular full-time employees must work during the core hours of 9:00 a.m.-4:00 p.m., taking either a half-hour or an hour for lunch. In addition, at least one senior staff member must be present in each department during regular business hours (8:30 a.m.-5:00 p.m.), and telephones must be continuously covered. All flex time must be approved by the division manager.

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## Attendance and Punctuality

You were hired to perform important functions as part of our team. As with any group effort, cooperation and commitment from each individual are required if the Institute is to operate effectively. Therefore, regular attendance and punctuality are expected of all employees at AIP; it is your responsibility to AIP to your fellow employees, and to yourself.

We recognize that there may be times when your absence or lateness cannot be avoided, due to illness or another legitimate reason. In such cases, you are expected to telephone your supervisor before the start of your shift. You should call in every day that you are away from your job. An employee returning from an absence of five days or more will be required to provide a doctor's note. Unreported absence may subject an employee to disciplinary action, up to and including termination. Two consecutive days of unreported absence will be regarded as a voluntary resignation.

Consistent and/or pattern of unexcused absenteeism or unexcused lateness cannot be tolerated because of the negative effect on the Institute, the employee's performance, and that of his or her co-workers.

## Attendance Incentives

All regular employees with a record of no sick leave for the year will receive two bonus days and a cash incentive hours of \$200. Absences covered under the guidelines of the Family & Medical Leave Act (FMLA) will not be included in determining attendance incentives. This paid time off must be taken within the next year.

AIP will award a cash incentive bonus of \$200 to each regular employee with no more than two sick days during the calendar year (1 January through 31 December). New employees will be eligible for this cash incentive only for a full calendar year of employment.

AIP will compensate all regular employees after three continuous months of employment for time lost due to personal illness or injury, or for the illness or injury of a child or other (live-in) dependents up to a maximum of ten days per calendar year. Sick leave may also be used for medical/dental appointments or laboratory tests (either for self or for a dependent). You are expected to notify your supervisor as early in the day as possible on the first day of sick leave and every day thereafter that you are away from work. Absences due to illness exceeding five days will require a doctor's certificate. Employees terminating employment for any reason are not entitled to payment for any accrued unused sick time.

#### Sick Leave Accrual (Sick Bank)

For all regular employees, on the first day of each year, unused sick days from the preceding year will be credited to a sick leave accrual account.

Any unused vacation leave in excess of 30 days will also be converted to sick leave and credited to the sick leave accrual account on the first day of each year (see Vacations). Accrued sick leave may be used for employee illnesses or injuries resulting in absences of eight or more consecutive work days (i.e., disability leave or for the birth of a child) or dependent illnesses covered under the guidelines of FMA. In addition, this accrued sick leave may be used only after all 10 sick days have been exhausted in that calendar year. See Human Resources for details.

If you request leave because of a birth, adoption or foster care placement of a child, or to care for a loved relation with a serious health condition, you must use your 10 sick days before using your sick accrual account. (See Family & Medical Leave Policy for eligibility and guidelines.)

Employees terminating employment for any reason are not entitled to payment for any unused sick leave accrual account.

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All regular employees are granted twelve paid holidays which may include one or more personal days (see Personal Days). The holidays are:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

Depending on the days of the week Christmas and New Year's are celebrated, two additional holidays may be added during this period.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with the Institute's policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

In-house and temporary employees are eligible for paid holidays when they have been consecutively employed for at least one month, and the holiday falls within their regularly-scheduled work hours.

The holiday schedule for the following year is announced in the fall. Holidays occurring during an employee's vacation are not charged against vacation time.

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#### Personal Days

Depending on the number of official holidays in a calendar year, one or more additional personal days are given to complete the 12-day total. (This is shown on the holiday schedule distributed each Fall.)

Personal days must be requested at least two days in advance, from your supervisor. Personal day requests that cannot be accommodated will be rescheduled to a mutually agreeable time. No personal days may be carried over into the following calendar year.

As a new employee, you are eligible for a personal day after three months of employment. In a year with two personal days on the holiday schedule, new employees hired between 1 January and 30 June are eligible for both days; those hired between 1 July and 15 September are eligible for one day, subject to the three-month waiting period mentioned above.

Employees terminating employment for any reason are not entitled to payment for any unused personal time.

#### Vacations

Vacation time is provided to employees by AIP in recognition of the importance of uninterrupted periods of rest, relaxation, and time with family members. According, vacation time is to be used for vacation. It may not be "cashed in" by working during a vacation period. A maximum of 30 days may be carried over from one year to the next. At the beginning of each year, all unused vacation days in excess of 30 will be credited to your sick leave accrual account (see Sick Leave Accrual), except as described under "Exceptions," on page 15.

Regular employees who have worked at AIP for at least six full months qualify for paid vacation on the following basis.

#### Length of Service

\* Within the first year of employment at AIP

One day of vacation per month  
One and one-quarter days of vacation for each month employed (1/5 vacation days for a full 12-month year worked)

One and two-thirds days of vacation for each full month employed (2/3 vacation days for a full 12-month year worked)

Because work schedules vary, one day of vacation is defined as 1/5 of your regular weekly work schedule.

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work at least one day per week and have worked at AIP for at least one year qualify for paid vacation on the following basis:

- First anniversary through Second anniversary (2nd year of employment) One half day of vacation for each month employed (6 vacation days for a full 12-month year worked)
- Third year of employment and each year thereafter One day of vacation for each month employed (12 vacation days for a full 12-month year worked)

Additional vacation days are awarded in recognition of specific employee service anniversaries, as follows:

- Upon completion of 15 years of service Five days
- Upon completion of 20 years of service 10 days
- Upon completion of 25 years of service 10 days
- Upon completion of 30 years of service 10 days

#### Exceptions

Following the 15th and up to the 20th year of service, you may carry over 35 days of vacation. Following the 20th year of service, you may carry over 40 days of vacation. Vacation schedules must be approved by the appropriate supervisor prior to any vacation. Supervisors are to consider schedules and business conditions for the requested vacation period and the length of service of the requesting employee.

Employees terminating employment for any reason are entitled to payment for all unused vacation time accrued.

In recognition of the value of its employees, AIP offers service anniversary awards at the following times: 5, 10, 15, 20, 25, 30, 35, and 40 years of service; 5 and 10 year awards are given at the annual holiday party, 15 year awards are given at the annual 15-year Club Luncheon.

#### Overtime

Employees are expected to work overtime when requested to do so by their supervisors. Overtime work is not permitted except when specifically authorized.

Overtime work by non-exempt employees will be paid at the regular rate for all hours up to 40 per week and at one and one-half times the regular rate of pay for all hours worked in excess of 40 per week. Every effort will be made to provide advance notice when overtime work is required.

#### Your Paycheck

All employees are paid bi-weekly. When a payday falls on a holiday, payroll checks will be distributed on the preceding working day. Your paycheck includes all earnings, including any overtime that is submitted by the payroll deadline. Year-to-date earnings are itemized on the check.

If you are absent on payday, your paycheck will be held in Human Resources.

Forms required for Direct Deposit are available in Human Resources.

#### Personnel Records

Human Resources maintains appropriate records concerning your employment at AIP. It is important that you provide Human Resources with current information to update your personnel records, particularly in case of emergency and to ensure receipt of benefits.

Employees should immediately notify their supervisor or Human Resources of any changes in:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents  
(For W-4 use and benefit enrollment)
- Emergency Information
- Beneficiary(ies) for insurance purposes
- Dependent(s) reaching the age of 23

#### Performance Reviews

Our policy is to pay competitive wages in order to attract and retain quality employees. In addition, AIP periodically evaluates the performance of each employee. The Institute normally reviews employees' performance annually. All new hires will receive a performance review at the end of their six-month introductory period.

Performance is rewarded based on merit. Our performance evaluation program gives you an opportunity to sit down with your supervisor to review how your work has progressed since your last review. During this evaluation mutual goals for the future are discussed, as are steps that may be necessary to reach those goals.

While we have established a schedule for performance evaluations, this schedule is not intended to limit discussions of performance, goals, and/or objectives to those times. We urge you, as we urge our supervisors, to discuss any questions or problems related to your performance, on an ongoing basis. We hope this type of communication will enhance your performance and ensure our mutual success.

We believe that employees should have the opportunity to increase their knowledge and skills, to improve current performance and (when qualified) assume new responsibilities. Therefore, you are encouraged to improve your knowledge and skills in order to become qualified for more responsible positions. We assist you, where appropriate, in the achievement of your personal goals with training programs and the Tuition Assistance Plan.

Because of the training required for most positions at AIP, a regular employee may not apply for a position in another division before completing one year in your present position. Advancement at AIP is based on merit (e.g., consistently good performance and reliability, necessary knowledge and skills, and demonstrated ability to accept increased responsibilities). The Institute will attempt to promote employees wherever possible to fill openings at higher levels of responsibility. Job openings at AIP are posted on bulletin boards at all locations, and qualified staff are encouraged to apply. In selecting applicants for available positions, consideration will be given to performance reviews, background and educational qualifications, length of service, and supervisor's recommendations.

#### Pat on the Back

A manager may, with approval from his or her Director or Officer, award a monetary "Pat on the Back" (\$100 cash) to an employee deemed to have made a significant extra effort or contribution to the department or the Institute. All "Pats on the Back" recommendations are made in writing, and must be approved by the Director, Human Resources.

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#### Employee Assistance Program

AIP's Employee Assistance Program (EAP) provides a highly confidential and experienced source of help for employees who are experiencing human problems such as financial sources of elder care or child care, legal or financial difficulties, substance abuse, or other personal/family situations. In most instances problems of a personal nature can be resolved without the services of the EAP. Sometimes, however, this is not the case. Under such conditions, it may be in the best interest of all employees, family members, and the Institute to seek outside assistance.

The Institute has retained the services of Corporate Counseling Associates, One of the most important reasons for selecting an outside firm is to ensure confidentiality.

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#### Employee Benefits Program

AIP provides an excellent, comprehensive employee benefits package to all eligible employees.

The Institute may, in its discretion, amend, modify, or discontinue the benefits should it become desirable or necessary. Each fall the Institute reviews its benefits programs, looking at utilization, enrollment, and costs. Any change in coverage or cost will be communicated to employees during the Open Enrollment Period in November. Included among the coverages in our insurance benefit program are: medical, dental, vision, life insurance, travel and accident insurance, prescription drug, retirement, and short-term and long-term disability insurance. All regular employees are eligible for enrollment in these group plans on the first day of the month after completion of three months of continuous employment.

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#### Employee Referral

Any regular employee who refers an applicant who is employed by the Institute for six continuous months will receive the following referral fees:

Regular full-time position: \$400.00  
Regular part-time position: \$200.00  
Cottage industry & hourly positions: \$150.00

This bonus will be paid following the applicant's successful completion of the six-month introductory period provided the referring employee is still employed at AIP. If the new employee completes a year of continuous employment and is in a regular full-time position in exempt grade 7 or above, the referring employee will receive an additional \$400.00.

#### Domestic Partner Health Insurance Coverage

The Institute offers medical and dental/vision coverage through its insurance carriers to same sex domestic partners of its active employees. The domestic partner is responsible for the full premium cost of the insurance plan. In addition, these benefits are extended to the children of the domestic partner. Domestic partners are included in the following policies: Retirement, leave, sick leave, and Family/Medical Leave.

*Domestic partners* will be defined as two adults of the same sex, who are not related by blood, who have lived together continuously for at least one year and plan to do so indefinitely, are mutually responsible for their common welfare, reside at the same address, and maintain no other domestic partnership or marriage.

Full descriptions of each of the above-mentioned coverages are provided in separate benefit brochures and the policy certificates. The benefit brochures, summarizing each provided benefit, are distributed to all new employees by Human Resources. Questions concerning eligibility, enrollment, coverage, and claims should also be directed to Human Resources.

#### Employment of Relatives

Having members of the same family employed by the Institute can be a positive factor adding to the strength of the staff and is encouraged except as set forth below.

1. No relatives may be employed in the same section.
2. No relatives may be employed in positions such that one has supervision, directly or indirectly, over the other or has any influence or appearance of influence over the other's employment, promotion, salary, or other related management or personnel actions.

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Jury duty is a civic responsibility. All employees who are required to serve on a jury on a scheduled work day will receive their regular pay from AIP for hours they are not able to work because of the time served on jury duty. They must present the court summons to Human Resources. If hours of work do not conflict with jury service, the employee is expected to report for regular work hours.

In instances where the locality pays a per diem stipend, employees keep only the amount designated for transportation and return the balance to AIP.

#### Bereavement Leave

Regular employees are eligible for paid bereavement leave for up to three working days (or long-distance travel an extra day will be granted) in the event of a death in an employee's immediate family and one day for all other family members.

Immediate family for the purpose of this policy shall be defined as spouse, children, parents, grandparents, grandchildren, sisters, brothers, parents-in-law, and domestic partners (see page 22 for definition of domestic partner). Where a question arises, appropriate documentation must be submitted to the employee's supervisor to receive pay for bereavement leave.

Leave, except in extraordinary circumstances, The Institute has Requests for Family/Medical Leave forms available from Human Resources. You should use these forms when requesting leave.

#### Medical Certification

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, the Institute will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 10 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The Institute, at its expense, may require an examination by a second health care provider designated by the Institute, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Institute, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Institute may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

#### Reporting While On Leave

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the Institute on the first and third Tuesday of each month regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change or are extended or initially were unknown.

**The Leave Policy**  
You are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the Institute for at least 2 months, and for at least 120 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within 75 miles of each location.

#### Reasons For Leave

You may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter (child must be under 18 years of age), or parent ("covered relation") with a serious health condition; (4) same sex domestic partners and their children; or (5) because of your own serious health condition, or renders you unable to perform an essential function of your position, even because of reasons "1" or "2" must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Institute who request leave because of reasons "1" or "2" or to care for an employee's parent or child with a serious health condition may only take a combined total of 12-weeks leave during any 12-month period.

#### Notice Of Leave

If you need for family/medical leave is foreseeable, you must give the Institute at least 30 days prior written notice. If this is not possible, you must at least give notice as soon as practicable (within 1 to 2 business days of learning of your need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment you must consult with the Institute first regarding the dates of such treatment. Where the need for leave is not foreseeable, you are expected to notify the Institute within 1 to 2 business days of learning of your need for leave.

#### Leave Is Unpaid

Family/medical leave is unpaid leave (although you may be eligible for short-term disability payments and/or workers' compensation benefits under those insurance plans which are mentioned elsewhere in the Handbook). If you request leave because of your own serious health condition, sick leave will first be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

#### Medical and Other Benefits

During an approved family/medical leave, the Institute will maintain your health benefits as if you continued to be actively employed. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 45 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease. You elect not to return to work for at least 30 calendar days at the end of the leave period you will be required to reimburse the Institute for the cost of the health benefit premiums paid by the Institute for maintaining coverage during your unpaid leave unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

#### Intermittent and Reduced Schedule Leave

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per week/day or work/day) if medically necessary. If leave is unpaid, the Institute will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Institute may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

11. I understand that if you are taking leave of absence, you will be entitled to a minimum of two weeks pay for each month of leave taken.

If you enter the military service of the United States, you are eligible for an unpaid military leave of absence. Present Human Resources with a copy of your service papers as soon as you receive them.

During your absence, your length of service accumulates and upon application within 90 days from date of discharge from military service, you will receive the current rate of pay and other benefits which have changed during your absence.

If you are recalled to attend yearly Reserve or National Guard duty you will be granted a temporary military leave of absence. You should give your supervisor and Human Resources as much advance notice as possible so that we may ensure proper coverage while you are away. In addition, if you are in the Reserves or National Guard and have completed your introductory period before commencing the reserve duty, the Institute will pay the difference between your service pay and your basic earnings for a maximum period of two weeks per year. Proof of reserve pay is required in order to enable the Institute to pay you accordingly.

#### No Work While On Leave

The taking of another job while on Family/Medical Leave or any other authorized leave of absence is grounds for immediate termination.

**State and Local Family and Medical Leave Laws and Other Company Policies:** Where State or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply.

#### Leave of Absence Without Pay

Approval for unpaid leave may be granted, at the discretion of management, for reasons such as important personal or family matters, educational course requirements, vacation, community or public service work, religious retreat, or military summer camp. In all cases, accrued vacation time must be used before unpaid leave begins.

Any employee who feels that he or she has been subject to harassment, or hostile conduct, should report this immediately to his/her supervisor, the Director, Human Resources, or the Human Resources Manager. All allegations of harassment will be specifically and discreetly investigated and appropriate action taken. Employees participating in any investigation under this policy will have the Institute's assurance that no reprisals will be taken as a result of a harassment complaint.

Violations of this policy will not be tolerated and may result in disciplinary action up to and including discharge.

#### Sexual Harassment and Prevention

The Institute prohibits sexual harassment of any employee by another employee, supervisor, or third party. While it is not easy to define precisely what sexual harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to drawings, pictures, jokes, teasing, unwanted touching or other sexually related comments.

Harassment may take the form of either overt conduct or the existence of a "hostile environment." While it is not easy to define precisely what overtly harassing conduct is, certainly includes unwelcome advances, requests or suggestions and any act, physical, verbal or visual such as uninvited touching or offensive comments.

A harassing or hostile environment is one which allows for, and possibly encourages, jokes or derogatory comments of a sexual nature directed at a person or a group of people. Such behavior will not be condoned in the workplace.

Violation of the policy may result in disciplinary action up to and including dismissal of the harasser.

#### Harassment

The Institute prohibits harassment of one employee by another employee, supervisor, or third party on the basis of race, religion, creed, color, age, sex, sexual orientation, marital or veteran status, national origin, citizenship, ancestry, or mental or physical disability.

While it is not easy to define precisely what harassment is, it certainly includes teasing, slurs, epithets, threats, derogatory comments, unwelcome jokes or advances, suggestive behavior and/or verbal or physical conduct including, but not limited to, drawings, pictures, jokes, teasing, unwanted touching, or other similar conduct.

#### General Rules of Conduct

As we are all aware, rules and regulations are essential to the general safety and welfare of our employees and to the efficient operation of the Institute. The following rules have been established for everyone's guidance while employed at AIP. This list of rules is not intended to be all-inclusive, since it is impossible to determine all the circumstances which may arise; however, these rules will provide illustrative standards by which employees should conduct themselves. All employees of AIP are employed at-will. Accordingly, employees may be terminated at anytime, with or without cause and with or without notice.

The procedure for handling discipline may include verbal warning, written warning, suspension without pay, and termination of employment. However, some situations may require immediate termination.

The following are examples of unauthorized behavior:

- Insubordination
- Foul or abusive language
- Use or possession of intoxicants or illegal drugs on or off AIP's premises during work hours, reporting to work while under the influence of intoxicants or illegal drugs
- Sleeping on the job
- Fighting on the job or the threat of bodily harm to others while on the job
- Misuse of or damage to Institute material or equipment or to the material or equipment of another employee
- Unauthorized removal of property belonging to the Institute or to another employee
- Carelessly endangering the safety of oneself or others
- Constant pattern of tardiness or absenteeism without authorization
- Misbehavior including but not limited to: horseplay, harassing or intimidating fellow employees, making malicious or derogatory statements about fellow employees or about the Institute, misuse of confidential information, falsifying records, and illegal conduct

## **Access Cards**

Maryland employees will be issued security access cards, which will admit them into the building through security doors and will serve as identification upon request.

## **Bulletin Boards**

Important business notices and items of general interest are continually posted by Human Resources on our employee bulletin boards at all locations. Make it a practice to review them frequently. This will assist you in keeping up with what is current at AIP. Employees are not permitted to post material on the bulletin board or elsewhere in AIP facilities.

## **Child Care Centers**

AIP's Child Care Center in College Park, Maryland and AIP's Center in Melville, New York accept children from six weeks through five years of age. The Maryland Center operates from 8:00 a.m. to 5:45 p.m., Monday through Friday, when the Institute is open. Fees are based upon the child's age and the program in which the child is enrolled. Our first priority is the nurturing development of children in a secure environment. The Centers are staffed by professional early childhood educators and provide a wonderful place to play, learn, and grow.

## **Dress Code**

The Institute expects each employee to maintain a neat, well-grounded appearance, and to behave in a professional manner. Unbusinesslike conduct will be brought to the employee's attention by the immediate supervisor.

## **Identification/Access Badges**

New York employees will be issued photo identification badges which will admit them to the building as well as AIP areas. At times, employees may be asked to display their badges. All visitors must register and receive a temporary identification badge at the reception desk.

## **INSIDE AIP**

This newsletter, published monthly, is distributed to all staff.

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## **Electronic Communications Policy**

The Institute's e-mail system is normally for business use only. Electronic communications should have a business purpose and may not be used to solicit for religious or political causes, outside organizations or other personal matters unrelated to the business of the Institute. Employees should be aware that the Institute may access electronic communications at any time for any reason.

Staff of the Institute that access its electronic communications systems without notice to users, reasons for such access include (but are not limited to): routine system maintenance, prevention or investigation of alleged misuse of its systems, and assuring compliance with software copyright laws.

The Institute's policy prohibiting harassment applies to the use of the Institute's electronic communications systems.

Employees who violate the Institute's Electronic Communications Policy may be disciplined, up to and including termination.

## **Inclement Weather Closings**

The Institute monitors all hazardous weather conditions. If a decision for a closing or late arrival is made, management will communicate information concerning revised business hours.

In New York, there is a "snow list," which is activated as a telephone chain, once the decision to close (or to open late) has been made; employees designated as part of the telephone relay will be contacted via their departmental calls. We will make every effort to notify WALK FM 97.5, WBAB FM 102.3, and WHLA 1100 or 740, as early as possible of any closing or delayed opening. All employees will be notified as early as possible.

In Maryland, on the first day of inclement weather, all organizations in AIP will follow the decision announced by the University of Maryland. The next day and every day thereafter, there will be a recorded message on the AIP "snow line," 301/299-3636 advising employees of a closing or of revised business hours for the day.

If an early closing time is announced, all employees are expected to observe the revised hours of work. An employee who has a planned day off when the office is closed due to inclement weather will be charged accordingly (i.e., vacation or personal day).

An employee who feels unable to travel to work because of severe weather conditions on a day when the Institute is open for business may use a day of vacation or personal leave.

If you have no personal or vacation time available, you may take a day of unpaid leave. Advise your supervisor at the start of your shift if you will not be able to work.

## **Lunchrooms**

The Institute maintains lunchrooms at its New York and Maryland locations. Free coffee and tea are provided in the morning before 8:45 a.m. (NY) and 8:30 a.m. (MD). During lunch time, and during morning and afternoon breaks at all locations, employees must arrange their lunch time, at the discretion of their supervisors, between the hours of 12:30 noon and 2 p.m.

## **Personal Visits and Telephone Calls**

Any necessary personal telephone calls should be made during break or lunch periods. Should an emergency arise, your family or friends should be directed to contact Human Resources and someone there will arrange that you be notified.

We believe that employees should not be disturbed or disrupted in the performance of their job duties. For this reason solicitation of any kind by an employee of another employee is prohibited while either person is on working time. Solicitation of any kind by non-employees is prohibited at all times. Distribution of advertising material, hand bills, printed or written literature of any kind in working areas of our Institute is prohibited at any time. Distribution of literature by non-employees on Institute premises is prohibited at all times.

### Good Housekeeping

Good housekeeping not only improves the appearance of our facilities, but also prevents fires, accidents and personal injuries. You are responsible for keeping your work area clean and neat at all times. AIP counts on you to keep our environment clean and safe. We urge you to discard or recycle all garbage in the receptacles provided throughout our buildings.

Our mutual effort in keeping AIP's work environment clean and professional in appearance at all times will make our time at work safer and more enjoyable.

AIP maintains an active safety program. Your cooperation is a vital part of this program to protect you, your fellow employees and our visitors from injury. The following are some safety rules we would like you to pay particular attention to:

- Immediately report any condition or practice that appears unsafe to your supervisor.
- Operate only equipment that you are trained and authorized to use.
- Observe smoking regulations which permit smoking only in designated areas outside the buildings.
- Familiarize yourself with the location of fire extinguishers in all areas of our building.
- Approach walkways and intersections carefully. Do not run in the building.
- Do not block fire corridors or fire exit doors. Furniture, equipment, or electric cords may not be stored in front of exit doors.
- Become familiar with emergency evacuation procedures.
- Wear safety gear where necessary.
- Do not bring unauthorized visitors into AIP.
- Immediately report all injuries incurred by yourself, fellow employees, or visitors, however slight, to your supervisor and Human Resources. They will assist in arranging for appropriate medical attention.

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### Smoking Policy

For the health and comfort of its employees and in compliance with applicable laws and regulations, the Institute maintains smoke-free facilities in its Maryland and New York locations. Smoking is not permitted in AIP buildings (owned or leased property).

### Drug-Free Workplace Policy

It is the policy of the Institute, in compliance with federal, state, and local regulations, to prohibit the unlawful manufacture, sale, transfer, possession, or use of controlled substance on the Institute's premises or work sites, including the Institute's vehicles and any private vehicles parked at Institute work sites, or while engaged in Institute activity at other locations. The Institute's Drug-Free Workplace Policy is available in Human Resources.

Full compliance with the Drug-Free Workplace Policy is a condition of employment and continued employment at the American Institute of Physics. Any employee who violates the policy shall be subject to discipline up to and including immediate discharge.

### Employment at Will

All employees of the Institute are at-will employees. This means that the employment relationship may be terminated by either the employee or the Institute for any reason and without prior notice.

The policies and procedures of the Institute, or statements made by any employee of the Institute, whether oral or written, are not contracts. These policies, procedures, or statements are not a guarantee of employment for any length of time or for any particular terms or conditions of employment. These policies, procedures, and statements may be changed at any time, with or without notice and should not be relied upon by any employee or applicant.

This "employment at will" relationship can only be changed by an agreement, in writing, specifically modifying this relationship, and signed by Institute official.

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### If You Must Leave Us

Your employment with AIP is not for any stated period, and you may resign at any time. We understand there may be circumstances which may necessitate the termination of your employment with us. We request that you provide your supervisor with as much advance notice as possible. Your thoughtfulness will be appreciated. Similarly, AIP may terminate the employment relationship at any time and for any reason. At the end of your employment, you will be paid for time actually worked and accrued vacation.

### A Few Closing Words

The information in this *Handbook* is general in nature. Should questions or discrepancies arise, established procedures will be consulted for complete details. The policies, benefits, and rules contained in this *Handbook* may be changed or deleted at any time.

Again, welcome to AIP. Please speak to your supervisor or Human Resources if you have questions that are not answered by this *Handbook*.

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Receipt of Employee Handbook

I have received a copy of the AIP Employee Handbook, and understand that I am responsible for becoming familiar with the policies described in it. I understand that the information contained in it represents management guidance only, which may be modified from time to time. The Handbook is not a contract. I understand that neither the Handbook's policies nor any other representations in the Handbook may terminate the employment relationship whenever it determines that it is in its best interest to do so, and do so with or without notice or cause. I understand that I am employed at will.

Date \_\_\_\_\_  
Employee's Name  
*(print please)*  
Signature \_\_\_\_\_

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The Employee Handbook has been revised. Please sign and date the 'Receipt' form in the back of the handbook and return it to Human Resources.

# AMERICAN INSTITUTE OF PHYSICS

## AIP INTER-OFFICE MEMORANDUM

**TO:** All Employees of AIP

**FROM:** Theresa C. Braun *lcb*

**DATE:** December 2, 1999

**SUBJECT:** Salary Increase Guideline Matrix – Year 2000

Attached is a copy of AIP's Year 2000 Salary Increase Guidelines.

In addition, the Management Committee has approved a 3% increase in AIP's salary grade ranges, effective January 1, 2000. For example:

### *1999*

Grade	Range		
	Min	Mid	Max
Exempt 2	\$26,575	\$34,475	\$42,375

### *Year 2000*

Grade	Range		
	Min	Mid	Max
Exempt 2	\$27,375	\$35,513	\$43,650

Your salary will not be affected by this adjustment to the salary structure unless it falls below the Year 2000 minimum of the salary range. If you have any questions, please call Jonathan Goodwin at Extension 3044.

Thank you.

## YEAR 2000 SALARY INCREASE GUIDELINE

Performance Rating		1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
<b>Consistently Exceeds Job Requirements</b>	<b>4.75 - 5.0</b>	7% - 9%	6% - 8%	5% - 7%	5% - 6%
<b>Exceeds Job Requirements</b>	<b>3.75 - 4.74</b>	4.5% - 5.5%	4% - 5%	3.5% - 4.5%	3% - 4%
<b>Meets Job Requirements</b>	<b>2.75 - 3.74</b>	3.5% - 4.5%	2.5% - 3.5%	2% - 3%	2%
<b>Partially Meets Job Requirements</b>	<b>1.75 - 2.74</b>	0%	0%	0%	0%
<b>Does Not Meet Job Requirements</b>	<b>1.0 - 1.74</b>	0%	0%	0%	0%

### **ALL PROMOTIONS MUST BE REVIEWED BY THE DIRECTOR, HUMAN RESOURCES**

Promotional Increase Guidelines:

Promotion to new position with increased responsibility - 3% to 5%

Promotions that involve major changes in responsibility will be dealt with on an individual basis

## OFFICE PRACTICES AND PROCEDURES

**Vacations** - Employees who have worked at the Institute on a full-time basis for at least six months will qualify for a vacation on the following basis:

An employee earns one day of vacation for each full month of employment within the first year at AIP. During each of four successive years, an employee is entitled to a day and a quarter for each full month of employment (15 days per year). During the sixth year and each year thereafter, an employee is entitled to one and two thirds days for each full month of employment (20 days per year).

Employees who have been at the Institute on a full-time basis for 15 years are entitled to an extra week of vacation for that year. Employees who have been at the Institute for 20 years are entitled to two additional weeks for that year. Employees who have completed 25 years of service are entitled to two additional weeks for that year.

A pay check for an employee planning vacation time on a pay day may be advanced to the preceding pay day before the start of the vacation, provided that the vacation has already been earned by that earlier date. Personnel Division must be notified in writing, with the supervisor's signature, at least one month in advance.

The choice of vacation time must be approved by the individual supervisor in accordance with seniority and expected work loads.

Up to 30 days of vacation may be accumulated. No additional vacation time may be accumulated unless approved in advance by the supervisor and the Personnel Committee.

**Office Hours** - The normal work week for full-time employees is 35 hours, Monday through Friday.

**At Headquarters** the working day runs from 8:45 a.m. to 4:45 p.m., with one hour for lunch.

**At Woodbury** the hours for the Day Shift run from 8:45 a.m. to 4:15 p.m., with a half hour for lunch. The Night Shift hours are 5 p.m. to 10 p.m. with no meal break.

At both locations management may schedule other working hours for specific employees.

**Pay Periods** - are semi-monthly. Pay checks are distributed on the 15th and the last day of each month, except:

- when these dates occur on a Friday, Saturday, or Sunday, payroll checks are distributed the previous Thursday.
- when these dates fall on a holiday, payroll checks are distributed on the previous working day (but not on a Friday; see above).

**Overtime** - Overtime for eligible employees must be approved in advance by the supervisor. It is paid at the rate of one and one half times the regular pay for hours worked in excess of 40 hours per week. Approved Saturday or Sunday work by eligible employees will be compensated at the time and one half rate. Properly authorized overtime payroll forms must be sent to Personnel by 12 noon on Monday to be credited for the pertinent payroll deadline. Payroll deadline schedules may be obtained through Personnel.

**Travel Insurance** - Employees required to travel on business for the Institute are covered for accident or death while traveling. The amount of the Insurance coverage depends upon the individual's salary.

**Workers' Compensation** - Injuries sustained on the job should be reported immediately to the supervisor. During absence from work resulting from such an injury, an employee may be paid by the Institute for a certain number of days, after which he or she will receive a certain allowance by Workers' Compensation until normal employment is resumed. The Personnel Division should always be informed of job related accidents.

**Unemployment Insurance** - Under certain circumstances, employees who are terminated by the Institute may be eligible for New York State unemployment benefits. Personnel can provide further details.

**Tuition Reimbursement** - The Institute has a program that will partially reimburse employees for tuition fees for courses pertinent to their work or toward a degree or matriculation. Eligibility starts after six months' employment.

**Staff Medical Benefits** - A nurse visits the Institute annually to administer flu shots to all interested staff members. The cost is paid for by the Institute.

## MISCELLANEOUS

**Personnel Records** - Any change in an employee's address, marital status, beneficiaries, etc. should be reported to the Personnel Division as soon as possible.

**"Inside AIP"** - This newsletter is published every other week, and distributed to all members of AIP staff.

**Lunchrooms** - The Institute maintains a lunchroom at each of its two locations. Free coffee and tea service is provided during lunchtime and during morning and afternoon coffee breaks. Headquarters employees must arrange their one-hour lunch time at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m. Woodbury employees must take their half-hour lunch time, arranged at the discretion of their supervisors, between 11:45 a.m. and 1:15 p.m.

**Personal Telephone Calls** - Outgoing and incoming personal telephone calls should be kept to a minimum. At each location there is a public telephone booth that can be used for outgoing calls.

**Personal Appearance** - The Institute receives distinguished visitors from all over the world. Therefore, it is important that employees maintain a businesslike appearance. Supervisors will let employees know if their appearance is inappropriate.

**Personnel Division** - Any questions about personnel policies, procedures or benefits that have not been answered in the booklet can be answered by the Personnel Division.

**Revisions to Handbook** - From time to time, the management of the Institute may at its discretion make changes in the personnel policies set forth in this booklet, if these changes or additions seem necessary.

## **Full-Time and Part-Time Employees**

Full-time regular employees work at least 35 hours per week and receive full benefits.

Part-time regular employees work at least 25 hours per week and receive full benefits.

Hourly employees work a minimum of 15 hours per week and not more than 35 hours per week.

Throughout the employee handbook the term regular employee will be used to denote only full-time and part-time employees.

# **Employee Handbook**

## **Your Normal Workweek**

The normal work week for full-time, regular employees is 35 hours, Monday through Friday.

**Manhattan Operations:** The normal work day runs from 8:45 a.m. to 4:45 p.m., with one hour for lunch and two 15-minute breaks.

**Long Island Operations:** Includes two shifts. The day shift runs from 8:45 a.m. to 4:15 p.m., with 1/2 hour for lunch and two 15-minute breaks. The evening shift is from 5 p.m. to 10 p.m., with one 15-minute break.

Of course, business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.



Issued September 1988

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**Long Island Operations:** Includes two shifts. The day shift runs from 8:45 a.m. to 4:15 p.m., with 1/2 hour for lunch and two 15-minute breaks. The evening shift is from 5 p.m. to 10 p.m., with one 15-minute break.

**Washington Operations:** The normal work day runs from 8:45 a.m. to 4:45 p.m., with one hour for lunch and two 15-minute breaks.

Of course, business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.



Revised March 1990

## **Full-Time and Part-Time Employees**

Full-time regular employees work at least 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits.

Part-time regular employees work at least 25 hours per week and receive full benefits.

Hourly employees work a minimum of 15 and not more than 35 hours per week.

On-call employees are notified which days to report to work.

Cottage employees work out-of-house with fluctuating hours.

Throughout the *Employee Handbook* the term "regular employee" will be used to denote only full-time and part-time employees.

## **Your Normal Work Week**

The normal work week for full-time, regular employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday. New York: There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with 1/2 hour for lunch and two 15-minute breaks; and an evening shift from 5:00 to 10:00 p.m., with one 15-minute break.

Maryland: The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch and two 15-minute breaks.

Business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.

# **Employee Handbook**



Revised October 1993

## **Full-Time and Part-Time Employees**

Currently regular full-time employees work at least 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits. These hours are subject to change according to business needs.

Regular part-time employees work at least 25 hours per week and receive full benefits.

Hourly employees will usually work less than 25 hours per week at an AIP location.

Temporary employees are hired as needed on an irregular basis.

Cottage employees will usually work less than 25 hours per week, at home.

Throughout the *Employee Handbook* the term "regular employee" will be used to denote only regular full-time and part-time employees.

## **Your Normal Work Week**

The normal work week for (full-time) employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday.

### **New York**

There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with  $\frac{1}{2}$  hour for lunch and two 15-minute breaks; and an evening shift from 5:00 to 10:00 p.m., with one 15-minute break.

### **Maryland**

The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch and two 15-minute breaks.

Maryland employees may work flexible hours, within the following guidelines. All regular, full-time employees must work during the core hours of 9:00 a.m. - 4:00 p.m., taking either a half-hour or an hour for lunch. In addition, at least one senior staff member must be present in each department during regular business hours (8:30 a.m. - 5:00 p.m.), and telephones must be continuously covered. All flex time must be approved by the division manager.

# **Employee Handbook**



Revised May 1996

## Full-Time and Part-Time Employees

Currently regular full-time employees work at least 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits. These hours are subject to change according to business needs.

Regular part-time employees work at least 25 hours per week and receive full benefits.

Hourly employees will usually work less than 25 hours per week at an AIP location.

Temporary employees are hired as needed on an irregular basis.

Cottage employees will usually work less than 25 hours per week, at home.

Throughout the *Employee Handbook* the term "regular employee" will be used to denote only regular full-time and part-time employees.

## Your Normal Work Week

The normal work week for (full-time) employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday.

### New York

There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with  $\frac{1}{2}$  hour for lunch and two 15-minute breaks; and an evening shift from 5:00 p.m. to 11:00 p.m., with two 15-minute breaks.

### Maryland

The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch and two 15-minute breaks.

Maryland employees may work flexible hours, within the following guidelines. All regular, full-time employees must work during the core hours of 9:00 a.m. - 4:00 p.m., taking either a half-hour or an hour for lunch. In addition, at least one senior staff member must be present in each department during regular business hours (8:30 a.m. - 5:00 p.m.), and telephones must be continuously covered. All flex time must be approved by the division manager.